

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE8407529

Date Posted: 02/25/13

POSITION NO: 945040

Closing Date: 03/08/13

CLASS CODE: 3641

POSITION TITLE: Head Start Teacher Aide **

DEPARTMENT NAME: Navajo Head Start / Shiprock Agency

DEPARTMENT NO: 840 WORKSITE LOCATION: Sweetwater, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V56A

Days: Mon - Fri

Permanent: x ☐

SALARY:

Hours: 8am - 4pm

Temporary: ☐

Duration: 9 months \$ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 9.66 Per Hour

DUTIES AND RESPONSIBILITIES:

Assist the Head Start Teacher in maintaining a classroom conducive to age appropriate learning, participates in home visits to explain the program's purpose and to recruit children; assist in maintenance of up-to-date records concerning the growth, health, behavior and progress of each child; in implementing plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials; helps coordinate program plans with Head Start center staff and parents; assist in planning and conducting field trip activities and recruiting; make and obtain classroom materials and equipment activities related to meetings; act as bus monitor on bus when children are being transported to and from center, assist with supervising children in the classroom and assist with parent/teacher conferences. Assist with health screenings and daily hygiene and performs duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED.

Experience:

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, licenses, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of early childhood development/education; knowledge of laws, regulations and tribal policies on child care; knowledge of the Navajo Culture and traditions. Ability to nurture, motivate, teach and influence children three to five years of age; ability to display mature, patience and understanding; ability to articulate behavior; ability to work extended and flexible work hours; ability to understand and communicate in the Navajo and English languages.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, updated TB (skin test), a First Aide, Cardiopulmonary Resuscitation (CPR) certificate, Food handler's Permit and a Navajo Nation Operator's Permit. Some positions may require a commercial driver's license.

**** UNION POSITION**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99